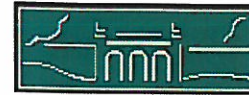




South Pasadena Public Library
SPECIAL MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
July 14, 2014



CONVENE:

Board President Brendan Durrett called the special meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Ray Bradbury Conference Room on July 14, 2014 at 7:26 p.m.

IN ATTENDANCE: Trustees Present

Brendan Durrett, President
Ed Pearson, Vice President
Ann Penn, Trustee

Also Present

Hilary Straus, Assistant City Manager
Richard D. Schneider, MD, Councilmember
Steve Fjeldsted, City Librarian
Paula Knop, Senior Librarian/Adult Services
Barbara Posner, Senior Librarian/Support Services
Maida Wong, Senior Librarian/Children's Services
Sean Faye, Administrative Secretary

EXCUSED:

Constance Lue, Secretary
Andy Lippman, Trustee

MINUTES: The minutes of the Special Meeting of June 23, 2014 were reviewed – **MSC: Ann Penn/Brendan Durrett – all approved**

DISCUSSION ITEMS:

1. **Continued Discussion of Policy Direction on Library Operations Study** – The night focused on recommendations #8-12 regarding the Collections, #13 for Facilities, and recommendations #19-21 regarding Teens, as provided by Library Consultant Joan Frye Williams.

Recommendations #8-12 relating to Collections were discussed as one topic.

Senior Librarian Paula Knop addressed Recommendation #8 that suggests the Library increase its book collection to contain 10-15% in digital format. Paula said that our current book collection is 8% digital. The problem, she said, was that digital offerings are typically 5 times more expensive than printed books. Paula said that our Library is part of a consortium with other similarly-sized Southern California libraries sharing a pool of e-books but that many publishers do not offer their top titles digitally which limits access. Senior Librarian Barbara Posner added that only one person can check out an e-book at a time and Paula Knop said that e-books can be checked out for 2 weeks, whereas printed books can be checked out for 3 weeks.

City Librarian Steve Fjeldsted said the Library has a relatively small subscription for e-books paid for with Friends funds (although Children's Librarian Maida Wong has used some City funds to obtain e-books for the Children's titles). He continued that our catalog is not blended to show electronic versions of a book when a user searches a title. One advantage of an e-book is that they are a self-service item which reduces staff intervention, requires no storage and appeal to younger people. Steve expressed enthusiasm for continuing to expand the palette of what the Library can offer its patrons. Brendan Durrett asked if it would be expensive for the catalogue to show e-books and Barbara Posner replied that it's more time consuming than expensive.

Maida Wong added that our patrons, who have the means, purchase their e-books from services like Amazon as they can get them cheaper than what it costs the Library to acquire them. Dr. Schneider observed that the perception for electronic materials is that they are cheaper than their printed counterpart, but that doesn't seem to be the case. Ed Pearson stated that merely increasing the amount of e-books wouldn't accomplish much and Steve said that the objective is to achieve a blended catalog, and just increasing the number of digital offerings by itself would not further us along that much. Dr. Schneider suggested the public's demand should drive this. Ann Penn said that we don't need to meet a need that isn't there. She continued that this isn't a burning issue and we can revisit it in 5-8 years.

Barbara said that she checks out a lot of CDs to younger patrons and that we have a wonderful music collection. Steve said that a lot of money and time went into developing our music collection and that CDs are more popular than ever now at this Library, with circulation up 33%, but that consumer preferences are changing. Paula said that at present there is a very high turnover for CDs and DVDs per year.

Barbara Posner, the Support Services Librarian, suggested that the Collection Development Plan be revised and updated to reflect digital resources. Brendan said that while he was skeptical of adding technology for its own sake, he thought we should do something for when that technology becomes more practical and agreed that the Collection Development Plan should be reviewed. Hilary asked about the process of the Collection Development Plan and who is involved in it. Maida replied that the Board of Trustees approves the Materials Selection Policy. Steve added that the Collection Development Plan is procedural and gives concrete details on how to populate the library's collection of materials. Paula added that it isn't updated very often. Ed Pearson said that it should be revised in recognition that new formats exist that weren't available for its last revision. Ann said that the policies should be rewritten or amended and then a priority ranking could be assigned to the Consultant's recommendations. Ann said it should be a two step process – the Board will review its policy and the staff will review its procedures as an outgrowth of that policy. Ann said we should temporarily suspend discussions of recommendations #8-12 until both the Board's and Library's policies are in sync.

8. Offer 10-15% of Library's book collection in digital format

Executive Staff Priority – B LBT Priority - TBD

9. Continue to refresh at least 6% of the print book collection each year while diversifying collections by adding materials in non-book formats

Executive Staff Priority – A LBT Priority – TBD

10. Offer 50-60% of Library's audio collection in digital format

Executive Staff Priority – A LBT Priority - TBD

11. Invest 25-30% of Library's annual materials (Books & Periodicals) budget in e-format items –

Executive Staff Priority – B LBT Priority - TBD

12. Transition from solely music CD purchases to a streamable music download service such as Freegal

Executive Staff Priority – A

LBT Priority - TBD

13. Complete an in-depth facility and space allocation study – Hilary said the Ad Hoc Facilities Improvement Committee will work with the Library staff with an eye toward next Fiscal Year. Steve said the City Council approved \$150,000 for the expansion fund and perhaps some of that money could be used towards the space allocation study. Hilary said that would have to be approved by City Council. Ann emphasized that this would be a very important thing to do as space and room are crucial in order to implement all of the Consultant's recommendations. Hilary considers approaching it two ways: Plan A would focus solely on the Library and Plan B would incorporate the possible expansion of the Library. He said the heavy focus would be on just this building since any possible expansion is not certain. Brendan added that the allocation study could be extremely important for the future of the Library, regardless if the expansion happens or not. Ann Penn said that an examination of the space needs of the staff and patrons is necessary for changes to be made. Steve said that the most pressing issue for him is the need to retain parking spaces for Library staff and patrons in the SPUSD lot. He and the Trustees have met with the former and present Superintendents, but there is nothing final yet for the future. Steve also thought that much could be done to rearrange our existing space and the outdated décor. Ann Penn asked if there will be an opportunity to re-examine the priorities assigned to the Library Operations Study recommendations once the space allocation study is complete. Ed supported this idea and added that earlier prioritizations may change after forthcoming decisions and that it may not be possible to decide now. Hilary said that there will be ample time to again review everything listed in the Library Operations Study matrix.

Executive Staff Priority – A

LBT Priority – A (Completion Date – TBD)

19. Offer at least one program per week for teens – Paula Knop, the Adult Services Librarian, and Maida Wong, the Children's Services Librarian, stated that teens in South Pasadena are extremely overbooked with extra-curricular activities and don't come to the library for programs to entertain them. Barbara added that some teens come as a means of completing community service or to fulfill a volunteer requirement. Paula said that the teens come for some quiet time to get homework done and some socializing. Steve said that specific projects and events with targeted outreach have attracted teen audiences, but having a program once a week is too ambitious without a Teen Librarian.

Executive Staff Priority – A

LBT Priority – A

20. Perform consistent outreach and liaison with local middle and high school – Hilary asked if our Library has any connections to the High School and Paula replied that we do. Steve said that the Library performed targeted outreach efforts to the middle and high school for specific projects such as City Wide Reading Series.

Executive Staff Priority – A

LBT Priority – A

21. Form a teen advisory council – Maida wondered if this was necessary to create and added that SPACE has teens that already interested in collaborating with the Library and that we could ask for their input. Paula thought it would be good if we made contact with the Youth Commission. Paula said we could also work with the high school staff member in charge of clubs and offer to have them use the Library's Community Room for their events. Steve said the Key Club has shown great energy and could be a useful partner to directly learn from teens what they want from the Library. Paula also said that Maida has made her presence known in every elementary school classroom and has done an outstanding job in representing the library to children. Barbara said we currently have 50 teen volunteers who are helping to

facilitate the Summer Reading Program. Ann Penn thought that supporting high school volunteer participation would be a good alternative to offering additional programs. Hilary liked the idea of utilizing the Youth Commission. Ann Penn said that working with teens is something that is already being done and we don't have to start from scratch.

Executive Staff Priority – A

LBT Priority – A

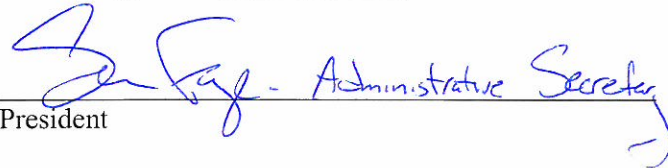
NEXT MEETING: The next meeting for the Library Board of Trustees will be a combination of a regularly scheduled Board of Trustees meeting and a continuation of the discussion of policy direction on the Library Operations Study on 7/21/14 in the Library Ray Bradbury Conference Room at 7 p.m. The next Special Meeting of the Library Board of Trustees that will focus only on the Library Operations Study will be on 8/18/14 in the Library Ray Bradbury Conference Room at 7 p.m.

ADJOURNMENT:

The special meeting of July 14, 2014 was adjourned at 9:04 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President